What you need to know about the rules and policies that govern child care centers and family child care homes

Nicko Bettis
Colorado Department of Human Services
Division of Child Care
INFANT NURSERY SUPERVISOR VERIFICATION WORKSHEET
(RULES REGULATING CHILD CARE CENTERS 7.702.56)

Facility Name:  

Employee Name:  

QUALIFICATION
(check the one that applies)
A.2.a-Registered Nurse, licensed to practice in Colo. + 6 months experience in the care of infants
A.2.b-LPN with 12 months experience in the care of infants
A.2.c-Certificate in infant/toddler care from Accredited college of university-minimum 30 semester hours in the development and care of infants
A.2.d-Certificate as a Child Development Associate or Certified Child Care Professional
A.2.e-An adult who is 19 and is qualified as a group leader, has minimum 12 months full day experience with infants/toddlers and has completed at least 3 semester hours in the development and care of infants/toddlers
A.2.f-An adult who is at least 19 and is qualified as a group leader and has at least 2 years verifiable full day experience in the care of infants/toddlers, will complete within the first 6 months of employment 3 semester hours or complete a course approved by the Department specific to infants/toddlers
A.2.g-An adult who has had 5 years verifiable full day supervised experience in the care of children under the age of 3 years

VERIFICATION
(must be in the file)
Current RN license and employer letter on letterhead
Current LPN license and employer letter on letterhead
official transcript/certificate
official transcript
official transcript
official certificate and employer letter on letterhead
Employer letter on letterhead

Employer letter head should specify the exact dates of employment, hours per day, days per week and ages of children. Letter must include the total number of hours of experience.

Director Signature __________________________ Date ____________
7.703.54 AN EARLY CHILDHOOD TEACHER (FORMERLY GROUP LEADER), assigned responsibility for a single group of children and working under the supervision of a director, must be at least 18 years of age and must meet at least one of the following qualifications:

Must meet **ONE** of the following (from A – J options)

**Updated May 2010**

<table>
<thead>
<tr>
<th>A – J Options</th>
<th>Degree or college course requirement</th>
<th>Experience Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>A Bachelor’s (4 year) degree.</td>
<td>Grades Must be “C” or Better</td>
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<tr>
<td></td>
<td>Major area of study for each bachelor's degree shall be in Early Childhood Education, Elementary Education, Special Education, Family and Child Development or Child Psychology.</td>
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<tr>
<td>B.</td>
<td>A Bachelor’s (4 year) degree in an unrelated area.</td>
<td>A bachelor's degree from a regionally accredited college or university with a major area of study in any area other than those listed at section 7.702.54, A, 1, a must have two (2) three semester hour Early Childhood Education college courses with one course being EITHER Introduction to Early Childhood Education OR Guidance Strategies.</td>
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<tr>
<td>C.</td>
<td>A 2-year college degree in Early Childhood Education.</td>
<td>Sixty (60) semester hours, in early childhood education from a regionally accredited college or university, which must include at least two (3) three-semester hour courses, one of which must be EITHER Introduction to Early Childhood Education OR Guidance Strategies.</td>
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<td>D.</td>
<td>REMOVED</td>
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Revised June 15, 2012
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<tr>
<th></th>
<th>Twelve (12) semester hours in college-level credits in Early Childhood.</th>
<th>Completion of twelve (12) semester hours from a regionally accredited college or university at either a two year, four year or graduate level, in early childhood education. One of the three (3) semester hour courses must be EITHER Introduction to Early Childhood Education OR Guidance Strategies.</th>
<th>At least nine (9) months (1,395 hours) of verified experience as listed in (B).</th>
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<tbody>
<tr>
<td>F</td>
<td>Completion of a vocational or occupational education sequence in child growth and development.</td>
<td>Completion of a vocational or occupational education sequence in child growth and development.</td>
<td>At least twelve (12) months (1,820 hours) of verified experience as listed in (B).</td>
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<tr>
<td>G</td>
<td>Current certification as a Child Development Associate (CDA) or Certified Child Care Professional (CCP) or other Department-approved credential.</td>
<td>No college course work required.</td>
<td>No additional experience required.</td>
</tr>
<tr>
<td>H</td>
<td>Department approved course of training.</td>
<td>Completion of a course of training approved by the department that includes training and work experience with children in a child growth and development program.</td>
<td>No additional experience required.</td>
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<tr>
<td>I</td>
<td>REMOVED</td>
<td>Option unavailable after May 1, 2010.</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>A current Colorado Level I credential OR Two (2) 3 credit college courses with one course being Intro to ECE.</td>
<td>A current Colorado Level I credential; or, Two (2) three-semester hour Early Childhood Education college courses from a regionally accredited college or university at either a two year, four year or graduate level, with one course being EITHER Introduction to Early Childhood Education OR Guidance Strategies.</td>
<td>At least Twenty-four (24) months (3,640 hours) of verified experience as listed in (B).</td>
</tr>
</tbody>
</table>

*THE DEPARTMENT WILL ACCEPT EXPANDING QUALITY INFANT TODDLER TRAINING AS AN ADDITIONAL COURSE, WITH VERIFICATION FROM THE TRAINER.*
7.702.52  Director Qualifications - Large Child Care Center

The educational requirements for the director or substitute director of a large center must be met by satisfactory completion of one of the following. (All course hours are given in credit hours, but equivalent quarter hours are acceptable.) Official college transcripts must be submitted to the Department for evaluation of qualifications.

Must meet ONE of the following:

Updated May 2010

A and B Options

Degree or college course requirement

A (1)

All individuals with a Bachelor's or Master's degree with a major emphasis in child development, early childhood education, or early childhood special education and all other individuals submitting official transcripts for evaluation and/or completing necessary college coursework to become qualified as a director of a large center, must complete a three (3) semester hour course from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas:

a. Introduction to early childhood professions;

b. Introduction to early childhood lab techniques;

c. Early childhood guidance strategies for children;

d. Early childhood health, nutrition, and safety;

e. Administration of early childhood care and education programs;

f. Administration: human relations for early childhood professions or introduction to business;

g. Early childhood curriculum development;

h. Early childhood growth and development.

Effective May 31, 2011, the following two (2) three (3) semester hour college courses, in addition to the courses listed in Section 7.702.52, A, 1, must be taken from a regionally accredited college or university at either a two year, four year or graduate level, in each of the following subject or content areas for a total of thirty (30) semester hours:

a. The exceptional child;

b. Infant/toddler theory and practice; or the Department approved expanding quality infant/toddler training.

A (2)

Completion of a course of training approved by the State Department that includes course content listed at Section 7.702.52, A, 1, and experience listed at Section 7.702.52, C.
A (3)
COMPLETION OF THE ADVANCED CREDENTIAL ASSESSMENT (FORMERLY CALLED THE CHALLENGE TEST) THROUGH THE COLORADO OFFICE OF PROFESSIONAL DEVELOPMENT WITH A SCORE OF EIGHTY PERCENT OR BETTER. IN ADDITION, EXPERIENCE LISTED AT SECTION 7.702.52, C. 18 IS REQUIRED.

B
All individuals holding a valid approval letter for director qualifications from the Department of Human Services that matches official Department records are required to take, or have taken, the following five (5) three (3) semester hour courses.

(1.) One course must be taken every two (2) years from a regionally accredited college or university at either a two year, four year or graduate level in each of the following subject or content areas:
   a. Early childhood guidance strategies;
   b. Early childhood health, nutrition and safety or child nutrition;
   c. The exceptional child;
   d. Infant/toddler theory and practice; or expanding quality in infant and toddler training;
   e. Administration: human relations for early childhood professions.

B (2).
Official transcripts from a regionally accredited college or university of the one (1) or more of the five (5) courses shall be submitted to the State Department within thirty days of completing each course until all five (5) courses have been completed. The first course must be completed by May 31, 2012. Directors of public school preschools must attend a Department-approved course of training in nutrition and implementation of rules regulating child care.

B (3).
All college course grades for large or small child care center director qualification must be a "C" or better.

SEE NEXT PAGE FOR EXPERIENCE REQUIREMENTS
7.702.52 C  Director Qualifications - Large Child Care Center

Must meet ONE of the following:

EXPERIENCE OPTIONS

C  The experience requirements for the director of a large center must be met by completion of the following amount of work experience in a child development program, which includes working with a group of children in such programs as a preschool, child care center, kindergarten, or Head Start program:

(1.) Persons with Bachelor's or Master's degree with a major emphasis in child development, early childhood education, or early childhood special education, no additional experience is required.

(2.) Persons with a 2-year college degree in early childhood education must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.

(3.) Persons with a Bachelor's degree and completion of courses specified in Sections 7.702.52, A, 1-2, must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.

(4.) Persons who have no degree but have completed the twenty-four (24) semester hours specified in Section 7.702.52, A, 1-2, must have twenty-four (24) months (3,640 hours) of verified experience working directly with children in a child development program.

(5.) Verified experience acquired in a licensed family child care home or school-age child care center may count for up to half of the required experience for director qualifications. To have family child care home experience considered, the applicant must be or have been the licensee. The other half of the required experience must be working directly with children in a child development program.

(5) Experience with five (5) year olds must be verified as follows:

   a. If experience caring for five year old children occurs in a child care center classroom, the hours worked shall be counted as preschool experience.

   b. If experience caring for five year old children occurs in an elementary school program, the hours worked shall be counted as school age experience.
Health Consultant

Staff must consult with a currently Colorado licensed registered nurse with knowledge and experience in maternal and child health, a pediatric nurse practitioner or a family nurse practitioner, or a pediatrician at least once a month at the child care facility. The monthly consultation must be specific to the needs of the facility and include some of the following topics: training, delegation and supervision of medication administration and special health procedures, health care, hygiene, disease prevention, equipment safety, nutrition, interaction between children and adult caregivers, and normal growth and development. In part day preschools that operate less than four (4) hours per day or drop-in child care centers, consultation must occur as often as the nurse delegating medications requires.
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